

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

SECTION	PAGE
I. Program Management	2-4
II. Receiving Water Limitations	5
III. SQMP Implementation	5-7
IV. Special Provisions	8
IV.A. Public Information and Participation Program	8-14
IV.B. Industrial/Commercial Facilities Program	15-17
IV.C. Development Planning Program	18-21
IV.D. Development Construction Program	22-23
IV.E. Public Agency Activities Program	24-33
IV.F. IC/ID Elimination Program	34-37
V. Monitoring	38
VI. Assessment of Program Effectiveness	38
VII. Certification	39

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4****Reporting Year 2007- 2008****I. Program Management**A. Permittee Name: City of CovinaB. Permittee Program Supervisor: Vivian CastroTitle: Environmental Services ManagerAddress: 125 E. College StreetCity: CovinaZip Code: 91784Phone: 626-858-7253Fax: 626-858-5556

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The Environmental Services Manager, located in the Environmental Services Division of the Public Works Department, is the central point of contact for all aspects of the City's storm water program. Activities necessary for NPDES permit compliance are tasked to the appropriate City department/division by the Director of Public Works. Public Works (Street, Environmental and Engineering Divisions), Parks and Recreation, and Planning and Building all cooperate in the Storm Water Quality Management Program activities. The Public Works Department also coordinates with contracted agencies to ensure compliance with permit requirements. There have been no coordination problems, but staff turnover in the various divisions requires ongoing staff training on storm water issues.

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	Environmental Services Division	3
2. Industrial/Commercial Inspections	Environmental Services Division	1
3. Construction Permits/Inspections	Building, Engineering and Environmental Services Divisions	8
4. IC/ID Inspections	Environmental Services Division	2
5. Street sweeping	Environmental Services Division	1
6. Catch Basin Cleaning	Environmental Services Division	1
7. Spill Response	Street Division, Environmental Services Division, Public Works Department	9
8. Development Planning (project/SUSMP review and approval)	Environmental Services, Engineering and Planning Divisions	5
9. Trash Collection	Environmental Services Division	1

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training. [See Training attachment.](#)

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

[Storm Water requirements are funded through the City's Integrated Waste Management Fee, Environmental Fund and General Fund \(primarily from intergovernmental revenues, service fees, interest, permits and fines\).](#)

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☐ No ☒

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table. [See Table 2 on page 4 of this report.](#)

4. List any additional state/federally funded projects related to storm water.

[California Integrated Waste Management Board \(CIWMB\) Used Oil Block Grant.](#)
[Department of Conservation Beverage Container Recycling Grant.](#)

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4****TABLE 2**

Program Element	Expenditures in Fiscal Year 2007-2008	Estimated Amount Needed to implement Order 01-182
1. Program management		
a. Administrative costs	228,247	230,000
b. Capital costs		
2. Public Information and Participation		
a. Public Outreach/Education	14,030	15,000
b. Employee Training	4,506	5,000
c. Corporate Outreach		
d. Business Assistance		
3. Industrial/Commercial inspection/ site visit activities	0	0
4. Development Planning	4,791	5,000
5. Development Construction		
a. Construction inspections	1,345	3,000
6. Public Agency Activities		
a. Maintenance of structural and treatment control BMPs	97,544	98,000
b. Municipal street sweeping	155,000	190,000
c. Catch basin cleaning	1,980	2,000
d. Trash collection/recycling		
e. Capital costs		
f. Other		
7. IC/ID Program		
a. Operations and Maintenance	13,120	15,000
b. Capitol Costs		
8. Monitoring	0	0
9. Other	10,000	11,000
10. TOTAL	530,563	574,000

List any supplemental dedicated budgets for the above categories:

None.

List any activities that have been contracted out to consultants/other agencies:

Catch basin cleaning
 Street sweeping
 Park lot sweeping
 Landscape maintenance
 Trash collection/recycling

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following: [N/A](#)
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 2. A plan to comply with the RWL (Permit, Part 2);
 3. Changes to the SQMP to eliminate water quality exceedances;
 4. Enhanced monitoring to demonstrate compliance; and
 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? [N/A](#) Yes ☐ No ☐
- C. Describe the status of developing a local SQMP in the box below.

[The City of Covina continues to implement the County Model Programs.](#)

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

N/A

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? [San Gabriel River](#)
2. Who is your designated representative to the WMC? [Vivian Castro](#)
3. How many WMC meetings did you participate in last year? [Six](#)
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

The exchange of information between city representatives improved implementation of the stormwater program in the City of Covina. The new Environmental Services Manager, who supervises the stormwater program, was able to learn about the storm water activities and processes of other committee member cities. The watershed meetings have been especially helpful in providing information regarding BMPs for trash and other pollutants and for identifying and discussing watershed-wide issues.

5. Attach any comments or suggestions regarding your WMC. [See Watershed Management Committee attachment.](#)

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes ☒ No ☐
If not, describe the status of adopting such an ordinance.

N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes ☒ No ☐
If not, please attach a copy to this Report. [N/A](#)
3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒
If yes, attach a copy of amendments to this Report. [N/A](#)

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

[None.](#)

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

[None.](#)

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4****IV. Special Provisions (Part 4)****A. Public Information and Participation (Part 4.B)**

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message

a) How many storm drain inlets does your agency own? **71**

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? **0**

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? **71**

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

All storm drain inlets have been marked and the markings are reviewed and redone if necessary by the catch basin cleanout contractor.

d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? **0**

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

This requirement was completed five years ago by the posting of "No Dumping" signs at the east and west ends of Charter Oak Wash in Kahler Russell Park.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☐ No ☒
- b) If so, what is the number? **No City hotline has been established, however, the Environmental Services Division phone number (626-858-7252) and County hotline (888-CLEAN LA) are widely promoted.**
- c) Is this information listed in the government pages of the telephone book? **N/A** Yes ☐ No ☐
- d) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? Yes ☒ No ☐
- f) How many calls were received in the last fiscal year? **Covina responded to 26 calls placed directly to the City. LA County has record of the calls to 888-CLEAN-LA. Please contact the County for this information.**
- g) Describe the process used to respond to hotline calls.

Details about the stormwater issue are noted, particularly the location and the type of issue (street sweeping, construction site violation, illegal dumping, sewage spill, illicit discharge). The incident is then referred to the appropriate supervisor, who schedules and delegates assignments based on priority and staffing. In most cases, the Environmental Services Manager or the Management Analyst investigates the report immediately. Photographs are taken and information is gathered. Responsible parties are identified and contact is made with them, if possible. Based on the urgency of the situation and the materials involved, staff contacts the appropriate City division or outside agency to correct the situation, if necessary. The County Hazardous Materials Division, City Police, the Public Works Department, County Fire and, occasionally, private contractors are called as needed.

- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)? **This is a Principal Permittee task.** Yes ☐ No ☐
- If not, when is this scheduled to occur? **N/A**

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation.
(Principal Permittee only)

This is a Principal Permittee task.

- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐
How many Public Outreach Strategy meetings did your agency participate in last year? 3
Explain why your agency did not attend any or all of the organized meetings.

One meeting was not attended because the Environmental Services Manager position was vacant from September 2007 to January 2008.

Identify specific improvements to your storm water education program as a result of these meetings:

As a result of the meetings, we were able to develop construction-related BMP brochures in English and Spanish with the City of Covina logo. These were handed out to applicants for home renovation projects and contractors. We also requested and received update industry-specific BMP handouts (automotive, restaurants) with the City logo that were handed out to permit applicants.

List suggestions to increase the usefulness of quarterly meetings:

The meetings are good, but it would be helpful to be able to download industry or target audience -specific BMP brochures and handouts onto which city logos and contact information can be copied. Some cities have excellent materials that are not available to others. Sharing of these print resources would be helpful and reduce public outreach costs.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (Principal Permittee only).

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This is a Principal Permittee task.

- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? [Per the October 24, 2007 PIPP meeting, 86,500,000 impressions were made by the 2007 countywide media campaign.](#)
- d) Describe efforts your agency made to educate local schools on storm water pollution.

[Covina contributed to the countywide campaign, which includes the Environmental Defenders school program. On June 5, 2008, approximately 530 students participated in the presentation at Glen Oak Elementary School in Covina.](#)

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes ☐ No ☐
If not, explain why.

This is a Principal Permittee task.

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

This is a Principal Permittee task.

For Permit Years 2-6, attach an assessment of the effectiveness of in-school storm water education programs. [N/A](#)

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

This is a Principal Permittee task.

If no target has been developed, explain why and describe the status of developing a target.

This is a Principal Permittee task.

What is the status of meeting the target by the end of Year 6?

This is a Principal Permittee task.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included. [This is a Principal Permittee task.](#)
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☒ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

- [Outreach materials placed at City Hall counters](#)
- [Ads in La Opinion, The Examiner and The San Gabriel Valley Tribune](#)
- [Ads and articles on stormwater pollution in the quarterly City View newsletter](#)
- [Information included with utility mailings](#)
- [Materials distributed at City and public events including Safety Fair, Thunderfest and Bluesapalooza](#)
- [Information on City website](#)
- [Brochures and handouts provided to contractor, developers and home renovation project applicants at counter](#)
- [Ad in Chamber of Commerce Directory](#)
- [Ad in Community Map](#)

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

[This is a Principal Permittee task.](#)

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? **This is a Principal Permittee task.**
- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? **This is a Principal Permittee task.**
- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)? **This is a Principal Permittee task.** Yes ☐ No ☐

If not, describe measures that will be taken to fully implement this requirement.

This is a Principal Permittee task.

- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☐ No ☒
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

There is no formal program in place to fulfill this optional outreach component. However, businesses were routinely provided with information over the counter, by e-mail, or on the telephone. The City advertised the used oil collection centers in the Chamber of Commerce Directory. Industry-specific BMP brochures are available in the main information counter at City Hall.

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐
How many media outlets were contacted? **3**
Which newspapers or radio stations ran them?

LA County operates the media campaigns and made contacts with the larger media outlets. However, to supplement the County media program, Covina ran numerous ads incorporating stormwater public service messages in *La Opinion*, the *San Gabriel Valley Tribune* and the *Examiner*.

Who was the audience?

City residents were the general target. Specific messages tailored to do-it-yourselfers (gardening, home repairs, car washing, oil change and automotive repairs) were also promoted. Please check with the County regarding radio campaigns.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☒ No ☐
Estimated dollar value/in-kind contribution: \$6,330.00
Type of media purchased: Newspaper ads, flyers, used oil racing car promotion
Frequency of the buys: Weekly
Did another agency help with the purchase? Yes ☒ No ☐

8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☒ No ☐
If so, describe the type of advertising.

Worked with the City of La Verne to co-sponsor the used oil racing car that participates at events attended by many automotive do-it-yourselfers. Flyers for the County's household hazardous waste roundups were provided to local service groups and organizations for distribution to the community. Advertised in Chamber of Commerce directory and City Map.

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes ☒ No ☐
Describe the materials that were distributed:

Flyers and promotional items were provided to community organizations and at local street fairs and festivals. Free reusable bags were provided to city residents during the entire month of April and were distributed to participants at city events including the annual safety fair. Materials included stormwater pollution facts and proper used oil disposal facts. Free used oil containers were provided at certified used oil collection center and community events and were available at City Hall. An electronic waste round-up sponsored by the Covina Chamber of Commerce was promoted at City Hall and in City utility mailings.

Who were the key partners? Chamber of Commerce, community organizations, automotive centers

Who was the audience (businesses, schools, etc.)?

Businesses and the general public.

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes ☒ No ☐
How many events did you attend? 3
11. Does your agency have a website that provides storm water pollution prevention information? Yes ☒ No ☐
If so, what is the address? <http://www.ci.covina.ca.us>

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

12. Has awareness increased in your community regarding storm water pollution? Yes ☒ No ☐
Do you feel that behaviors have changed? Yes ☒ No ☐

Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

Greater numbers of City employees, community members, businesses and residents are contacting the Environmental Services Division for additional information and guidance regarding stormwater pollution prevention and to report potential violations. Phone calls are tracked to determine number of inquiries and reports of violations.

13. How would you modify the storm water public education program to improve it on the City or County level?

County outreach program should produce materials that cities can download that are targeted at specific audiences or industries; cities should be able to adapt these materials with city logos and contact information. Providing graphics, BMP templates and other outreach materials would be helpful and reduce public outreach costs. Additional outreach to automotive businesses, restaurants and residents with targeted messages would improve the City's public education program.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

B. Industrial/Commercial Facilities Program

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory?

Yes ☒ No ☐

Comments/Explanation/Conclusion:

The Environmental Services Manager updates the database at least annually based on information gathered from the following sources: City business licenses; LA County Department of Public Health listing of food facilities; Covina Chamber of Commerce Business Directory; field observations; and complaint response actions.

2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Restaurants	238	0	100	238
Automotive Service Facilities	212	0	100	212
Retail Gas Outlets (RGOs) and Auto Dealers	40	0	100	40
Phase 1 Facilities	162			162
Other Federally-Mandated Facilities (per 40 CFR 122.26(d)(2)(iv)(C))	0	0	N/A	0

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

Comments/Explanation/Conclusion:

Completed the two inspections required by the permit,
as reported in the 2006-07 Annual Report.

3. BMPs Implementation

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Restaurants	0	N/A			N/A				189	49
Automotive Service Facilities	0	N/A			N/A				185	27
RGOs and Auto Dealers	0	N/A			N/A				37	3
Phase I Facilities	0	N/A			N/A				151	11
Other Federally-Mandated Facilities (per 40 CFR 122.26(d)(2)(iv)(C))	0	N/A			N/A				N/A	N/A

Comments/Explanation/Conclusion:

No facilities were inspected this year other than those for which City Staff noted violations or the public registered complaints. The two industrial/commercial inspections of each facility required in the current Permit were completed in 2006-07. Therefore, no BMP implementation data is available for 2007-08.

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form**

Attachment U-4

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Warning letter	N/A	N/A	N/A	N/A	N/A	N/A	3
Notice of Violation	N/A	N/A	N/A	N/A	N/A	N/A	49

Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other
Restaurants		49		
Automotive Service Facilities				
RGOs and Auto Dealers				
Phase I Facilities	3			
Other Federally-Mandated Facilities (per 40 CFR 122.26(d)(2)(iv)(C))				

Comments/Explanation/Conclusion:

The two industrial/commercial inspections of each facility required in the current Permit were completed in 2006-07. Enforcement activities for Industrial/Commercial inspections were reported in the 2006-07 Annual Report. Enforcement actions conducted as a result of Code Enforcement, field staff or public referrals are not included in this section. They are included, instead, in the Illicit Connection/Illicit Discharge section.11

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☐

Somewhat Effective ☒

Non-effective ☐

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form**

Attachment U-4

Comments/Explanation/Conclusion:

Implementation of the program resulted in greater understanding of stormwater issues in general and required industry-specific BMPs. Given staff turnover, despite the increased awareness of facility operators and staff, information and outreach on BMPs, guidelines and procedures must be provided to MS4s and made more readily available for distribution to businesses. Generally facility operators and staff are out of compliance because they lack sufficiently clear, concise, easy-to-access and up-to-date information on industry-specific BMPs.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.

There is no requirement in Order 01-192 for this submittal. The inventory of applicable industrial and commercial facilities is maintained by the Environmental Services Division of the City of Covina.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year. [See attached example of environmental review document.](#)
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
 - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
 - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
 - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
 - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

[Each project is evaluated on a case by case basis, however, in response to the Regional Board's requirement of infiltration over structural treatment, the City of Covina now requires infiltration controls for priority projects.](#)

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

[The Principal Permittee submitted Technical Report 450, "Effect of Increases in Peak Flows and Imperviousness on the Morphology of Southern California Streams" on June 15, 2005.](#)

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☐ No ☒

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

All project plans, including new development and redevelopment submissions, are sent to the Engineering and Environmental Services Divisions (both in the Public Works Department) to determine the SUSMP applicability of the project. SUSMP requirements from Public Works are consolidated and sent to the Planning Division for presentation to the developer.

7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?

a)	Residential	30
b)	Commercial	32
c)	Industrial	1
d)	Automotive Service Facilities	3
e)	Retail Gasoline Outlets	0
f)	Restaurants	5
g)	Parking Lots	27
h)	Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area	0
i)	Total number of permits issued to priority projects	5

8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? 60%

9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

The SUSMP applicability flow diagram, checklist and the storm water ordinance were modified to reflect the reduced threshold.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? 0
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

13. Did your agency update any of the following General Plan elements in the past year?
- a) Land Use Yes ☐ No ☒
- b) Housing Yes ☐ No ☒
- c) Conservation Yes ☐ No ☒
- d) Open Space Yes ☐ No ☒

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

14. How many targeted staff were trained last year? 1
15. How many targeted staff are trained annually? 3
16. What percentage of total staff are trained annually?
When all positions filled. 100%
17. Has your agency developed and made available
development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will
be developed and available to developers?
19. What is the status of completion of the technical manual for siting
and design of BMPs for the development community?

The Technical Manual for Stormwater Best Management Practices in the County of Los Angeles was submitted to the Regional Water Quality Control Board on February 2, 2004.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

After plan review, runoff control requirements are given to the developer. The developer's solutions are reviewed and approved. Implementation and effectiveness evaluation are monitored by staff inspections of the construction site.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☐ No ☒
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☐ No ☒
- c) Is located in a hillside area Yes ☐ No ☒

3. Attach one example of a local SWPPP N/A

4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

When a project triggers the 1 acre threshold, the City advises the applicant in writing, and as part of project conditions, to acquire a GCSAP from the State. Copy of the NOI, proof of a WDID number, and certification of preparation of the SWPPP by the applicant are required. The City will not issue grading permits until these documents have been submitted. Copies of these documents are kept in the project file.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 0
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 4
7. How many building/grading permits were issued to construction site less than one acre in size last year? 346
8. How many construction sites were inspected during the last wet season? 173
9. Complete the table below.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	5	.5	5	0
Off-site discharge of other pollutants	4	.4	4	0
No or inadequate SWPPP	0	0	0	0
Inadequate BMP/SWPPP implementation	6	.6	6	0

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

Warnings and directions are provided verbally for minor violations that require correction. A written notice of violation is provided for more significant or a greater number of violations. For serious violations, a Stop Work order is issued with 24 hours to comply. Follow-up inspections are done to ensure corrections have been made.

11. Describe the system that your agency uses to track the issuance of grading permits.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

The applicant fills out the grading permit application form. Approvals are obtained from the appropriate City divisions. The approved application is filed and entered into a log sheet when the fee is paid.

E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention
 (only applicable to agencies that own and/or operate a sanitary sewer system)

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
- b) How many sanitary sewer overflows occurred within your jurisdiction? 6
- c) How many did your agency respond to? 6
- d) Did your agency investigate all complaints received? Yes ☒ No ☐
- e) How many complaints were received? 6
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☒ No ☐
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐
- If so, describe the program:

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

In addition to routine maintenance and inspections, the City's program to prevent sewage from entering the stormwater system is described in the *City of Covina Hazardous Material Response Handbook*. The program requires that all reports of sewage releases be responded to immediately. The priority is containment of the spill to ensure that sewage does not enter the catch basin and sectioning off of affected areas to prevent a health hazard. The source of the spill is investigated and stopped. The ponded sewage is vacuumed and discharged into the sewer system. The affected area is treated with a disinfectant that is then vacuumed (while the catch basin inlet is still protected) for disposal into the sewage system. Staff notifies all required state and local agencies with details of the overflow.

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes ☒ No ☐

If so, describe the program:

Problems with the sanitary sewer system are handled by the Street Division and the contractor for sanitary sewer maintenance, the City of West Covina. Portions of the sanitary sewer system were surveyed by video camera and a sewer system rehabilitation project is underway. The City has approved and is implementing the required Sewer System Management Plan.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ? %
- b) Give an explanation for any sites greater than 5 acres that were not covered:

There were no public construction sites greater than 5 acres this fiscal year.

- c) What is the total number of active public construction sites? 2
How many were 5 acres or greater in size? 0

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☒ No ☐

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:

- (1) Good housekeeping practices
- (2) Material storage control
- (3) Vehicle leaks and spill control
- (4) Illicit discharge control

- (1) Areas are kept in a clean and orderly condition.
 - (2) Materials are kept in covered areas or protected from storm water flow. Refuse and hazardous materials are disposed of regularly and not allowed to accumulate.
 - (3) Leaking vehicles are repaired and spills are contained and cleaned up with absorbent materials, not washed into the storm drain system. All vehicle washout water and debris are directed to a clarifier that is periodically cleaned out as needed.
 - (4) No illicit discharges are allowed. All employees are trained in pollution prevention. Absorbents are on hand for spills.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☒ No ☐
If not, what is the status of implementing this requirement?

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? N/A

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers? Yes ☒ No ☐
Briefly describe this protocol:

For Parks and Recreation projects, chemicals are applied by the landscape contractor. When applications are needed, they are scheduled with the area supervisor from their company. Public Works field crews have been trained in herbicide application by the Los Angeles County Agriculture Department.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

Staff is in constant contact with the landscape contractor and has policies prohibiting spraying in wet weather or where water is flowing. Materials are stored in areas that are protected from storm water. Pesticides and fertilizers are applied only during dry weather and according to the label.

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator?

N/A

- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

The City has planted native and drought-tolerant vegetation in the nature trail, along the Charter Oak wash at Kahler Russel Park, at the City Yard and at the City Library. The City also preserves native oaks.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C?

Yes ☒ No ☐

- b) How many of each designation exist in your jurisdiction?

Priority A: 0

Priority B: 0

Priority C: 71

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

c) Is your city subject to a trash TMDL? Yes ☐ No ☒

d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

N/A

e) How many times were all Priority A basins cleaned last year? N/A

f) How many times were all Priority B basins cleaned last year? N/A

g) How many times were all Priority C basins cleaned last year? 1

h) How much total waste was collected in tons from catch basin clean-outs last year? .49

i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year. [See attached Catch Basin maps, list and clean-out invoice.](#)

j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐

k) How many new trash receptacles were installed last year? [None.](#)

l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:

(1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐

(2) Arrange for temporary screens to be placed on catch basins? Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain?

Yes ☐ No ☒

- m) Did your agency inspect the legibility of the catch basin stencil or labels?

Yes ☒ No ☐

What percentage of stencils were legible?

100

- n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection?

Yes ☒ No ☐

- o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection?

Yes ☒ No ☐

Is the prioritization attached?

There are currently
no problem areas of
illicit discharges in
open channel areas.

Yes ☐ No ☒

- p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality?

Yes ☒ No ☐

What changes have been made?

No changes were required as the prescribed BMPs appear to be adequate.

- q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season?

Yes ☒ No ☐

- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

Los Angeles County cleaned City-owned storm drains under contract and should be contacted for this information. The City removed all trash and debris from its open channel and ensured no contaminants were left.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

s) Where is removed material disposed of?

Contact Los Angeles County for this information related to their cleaning activities. The City returned its collected material to the City Yard for collection and disposal by the refuse contractor.

6. Streets and Roads Maintenance

a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:

- (1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☒ No ☐
- (2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☐ No ☒
- (3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☐ No ☒

b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:

- (1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☒ No ☐
- (2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☐ No ☒
- (3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☐ No ☒

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐

7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒
How many? N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

8. Public Industrial Activities Management

- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? *N/A* Yes ☐ No ☐
- b) Does your agency serve a population of less than 100,000 people? Yes ☒ No ☐

9. Emergency Procedures

- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? *N/A* Yes ☐ No ☐
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? *N/A* Yes ☐ No ☐

10. Feasibility Study

- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? *N/A, previously completed.* Yes ☐ No ☐
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? *N/A, previously completed.* Yes ☐ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.). [See attached IC/ID Program.](#)
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

[There were no permitted or illicit connections to the storm drain system. The map showing illicit discharges is attached.](#)

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

[Environmental Services staff investigates the discharge or connection, takes photographs, attempts to identify the responsible party and notes relevant information. A Courtesy Notice is provided to the offender informing him that the Covina Municipal Code prohibits illicit discharges and connections and noting the nature of the violation. BMP materials are provided. The violator is given a specified time to remedy the problem and is informed that the violation is punishable as a misdemeanor. If the issue is not resolved as required, a Notice of Violation is sent. If the problem persists, Code Enforcement staff is asked to issue a citation.](#)

4. Describe your record keeping system to document all illicit connections and discharges.

[Each illicit connection and discharge is recorded in a log kept in the Environmental Services Division. Photographs, correspondence and supporting documents are maintained in a file. The connections and discharges are entered into a layer file in the City's GIS program.](#)

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. What is the total length of open channel that your agency owns and operates? 5,000 feet
6. What length was screened last year for illicit connections? The permit requires field screening of underground pipes in priority areas. Covina has no pipes in priority areas. The permit also requires field screening of underground pipes with a diameter of 36 inches or greater. The location of the Covina pipes in a residential area precludes any facilities that would connect illegally. 5,000 feet
7. What is the total length of closed storm drain that your agency owns and operates? The City of Covina owns only a small length of closed storm drains. Unknown
8. What length was screened last year for illicit connections? 0
9. Describe the method used to screen your storm drains.

There are no storm drains to be screened.

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information). There were no illicit connections.

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02							
02/03							
03/04							
04/05							
05/06							
06/07							
07/08							

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

11. Explain any *other* actions that occurred in the last year.

N/A

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported?

1 hour
during
regular
business
hours

- a) Were all identified connections terminated within 180 days? N/A

Yes ☐ No ☐

- b) If not, explain why.

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	36	23	5	5	1	2	0
02/03	27	16	4	7	0	0	0
03/04	43	30	6	4	0	3	0
04/05	19	8	4	6	0	1	0
05/06	39	30	4	4	0	1	4
06/07	29	18	4	5	1	0	1
07/08	25	18	2	3	0	0	19

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

14. What is the average response time after an illicit discharge is reported?

1 hour
during
regular
business
hours

a) Did any response times exceed 72 hours? Yes ☐ No ☒

b) If yes, explain why.

15. Describe the your agency's spill response procedures.

The procedures are described in *the City of Covina Hazardous Material Incidents Response Handbook*, which is attached.

16. What would you do differently to improve your agency's IC/ID Elimination Program?

Have more staff available to conduct inspections and enforcement if funding is provided.

17. Attach a list of all permitted connections to your storm sewer system.
There are no permitted connections.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

V. Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2. [None.](#)

VI. Assessment of Program Effectiveness

A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:

1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;

[The City of Covina is in compliance with the requirements of the permit and continues to improve its implementation of the various programs.](#)

2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;

[The City continues to monitor the effectiveness of its stormwater program by keeping track of resident and business inquiries regarding stormwater, reported violations and staff feedback.](#)

3. A summary of the strengths and weaknesses of your agency's storm water management program;

[City staff from various departments is committed to the program and eager to learn more about proper implementation. High staff turnover, however, makes it difficult to maintain operating procedures. The lack of funding makes program implementation increasingly difficult, particularly given a shrinking City budget.](#)

4. A list of specific program highlights and accomplishments;

[This year there has been greater staff awareness of stormwater issues and better coordination between departments in efforts to ensure proper implementation of permit requirements.](#)

5. A description of water quality improvements or degradation in your watershed over the past fiscal year;

[The City does not have a mechanism in place at this time to track and document water quality improvement or degradation compared to prior years, but it is working with Los Angeles County, the Principle Permittee, to implement monitoring procedures and systems that will provide such information in the future.](#)

6. Interagency coordination between cities to improve the storm water management program;

[The City has cooperated closely with neighboring cities to share information and resources. One of the new inter-city programs is sponsorship of the Used Oil Racecar, which will assist Covina in promoting the recycling of used oil during Thunderfest and other City events. Valuable information has been shared with and received from the cities of San Dimas, La Verne, Monrovia, La Puente and Downey, among others, and has led to improvements in various programs, particularly the Public Information and Municipal programs.](#)

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

7. Future plans to improve your agency's storm water management program; and

Handouts, particularly for the Public Information and Development programs will be updated so that residents and project applicants can have updated informational materials.

8. Suggestions to improve the effectiveness of your program or the County model programs.

Additional funding is necessary in order to ensure compliance with the requirements of the stormwater program.

- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.

9

- C. List any suggestions your agency has for improving program reporting and assessment.

The reporting process needs to be simplified and shortened.